

STANDARD PROCEDURE		PAGE: 1 OF 3	
ISSUED BY: LEGAL			
EFFECTIVE DATE: 3/1/98			
PROCEDURE # 4.3			
SUBJECT: LEGISLATIVE BILL REVIEW, ANALYSIS AND TESTIMONY			
DISTRIBUTION CODE: A,B,C	CONTACT: Legislative Liaison - Division of Tax Policy		
		Station:	#8
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## I. POLICY

In order to fulfill its responsibilities as an executive branch agency, the Kentucky Revenue Cabinet (KRC) will, as necessary, review and analyze proposed legislation and provide information and advice to the Governor's Office and the General Assembly as to the impact on the KRC and taxpayers.

## II. PROCEDURE

### A. Determining need for review and analysis.

During any regular or extraordinary session of the General Assembly, the KRC's legislative liaison or designee will:

- review the Legislative Record daily for legislation that impacts the KRC and the taxes administered by the KRC and self-assign the legislation to the KRC for analysis.
- check the Kentucky Legislative Review (KLR) System for legislation assigned to the KRC by the Governor's Office for review and analysis.
- obtain copies of the legislative bills that require an analysis.

### B. Assignment of legislation for analysis.

- The legislative liaison or his designee will reassign each bill requiring an analysis to the chair of the appropriate Legislative Advisory Committee (LAC), the Division of Research, and the Business Decision Support Branch.
- If the bill involves more than one tax and affects more than one LAC, the Legislative Liaison or his designee will assign the bill to the chair of each committee affected by the bill, **the Division of Research, and the Business Decision Support Branch.** (The chairs will coordinate their response before forwarding to the legislative liaison or his designee **via the KLR System.**)
- The chair will reassign the bill (except when he self-assigns the bill) to a member of his committee who will be responsible for completing the analysis of the bill.
- A bill summary and review form **(in Microsoft Word)** as specified by the

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Governor's Office will be used to prepare each analysis.

**C. Review and approval of analysis.**

- If assigned to a committee member by the chair, the analysis will be first submitted to the chair for review.
- When the chair receives the analysis from the committee member, he shall forward the analysis to the Division of Legal Services, the Division of Research, and of the Business Decision Support Branch **for possible revisions**.
- When the chair is satisfied that the analysis is complete, he shall forward the response to each member of his committee.
- The chair will make revisions to the analysis as necessary, enter the analysis into the KLR System, **click on “Send to Cabinet”**, and submit a hard copy of the analysis to the Director of the Division of Tax Policy for review and approval.
- Once the Director of the Division of Tax Policy has approved or made revisions to the analysis, it will be submitted to the Commissioner of the Department of Law or his designee for final review and approval.
- Once the Commissioner of the Department of Law or his designee has approved or authorized revisions to the analysis, the legislative liaison or his designee will make any revisions noted by the Director of the Division of Tax Policy and the Commissioner of the Department of Law and submit the review to the Governor's Office via the KLR system.

**D. Role of Legislative Oversight Committee and Testimony before Legislative Committees**

- The Legislative Oversight Committee (LOC) oversees KRC legislative policy. (See Standard Procedure 4.10 for membership of the LOC.)
- On a daily basis, KRC staff as designated by the legislative liaison and approved by the chairperson of the LOC will identify and/or track bills impacting the KRC by utilizing the Legislative Record or the KLR System.
- The LOC or its designees will monitor the progress of bills, attend General Assembly committee meetings, and communicate with LRC staff.
- The LOC will meet on at least a weekly basis to plan the KRC's response to specific legislation of concern to the KRC.

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- The LOC or its designees will contact the primary sponsor of each bill that the KRC determines it must oppose and advise the legislator as to the KRC's concerns with or objections to the bill. The sponsor will be advised that the KRC may offer testimony against the bill in its present format. If possible, the KRC will offer suggested changes or amendments to the bill which would make it acceptable or less objectionable to the KRC.
- The LOC will, when appropriate, contact sponsors of bills that can be improved by the LOC's recommendation and of bills that it supports.
- The LOC and the Department of Law will coordinate assignment of appropriate KRC personnel for testimony before various General Assembly Committees.

NOTE: The KRC's Legislative Liaison will communicate as needed with the staff of the Governor's Office to offer information, request assistance with legislation or seek guidance with regard to the Governor's wishes on specific legislation.

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**NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE #1.1 ENTITLED "CREATION, REVISION AND RESCISSION OF KRC POLICIES AND PROCEDURES."**

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